

Suarez, Caesar (ISD)

From: Suarez, Caesar (ISD)
Sent: Thursday, April 07, 2016 3:35 PM
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'tom_graboski@tgadesign.com'; 'info@stephaniecreates.com'
Cc: Johnson, Laurie (ISD); Martin, Marcia (ISD); White, Lourdes (ISD); Castro, Angel (ISD);
Jamal, Rambeau (ISD); Etienne, Eddy (ISD)
Subject: RE: AAA-04-07-2016 Verification of Availability, SBE/Goods & Services
Attachments: aaa-04-07-2016-project-package.pdf.pdf

Good Afternoon,

Project Number: **AAA-04-07-2016**

Project Title: **Trade Ads**

SBD is in the process of placing a small business measure on the subject project but we need your help. Please review the information below and respond accordingly, ensuring that all applicable questions are answered.

The deadline to respond is 3:35 PM, MONDAY, April 11, 2016.

AAA-04-07-2016 will be for the sourcing of custom trade advertisements. In addition to the attached specifications and a sample proof, vendors are required to comply with the following additional specifications below:

- Custom advertisements for industry trade publications and magazines (i.e., Billboard magazine).
- Advertisement message will vary, depending on the artist, occasion, and publication.
- Proofs/mock ups of advertisements, which must be approved in writing by designated employee(s).
 - The proof/mock up must be sent electronically (via email, as a PDF attachment) within 5 days of request.
 - If the proof/mock up requires editing, the proof/mock up must be revised with such edits and resent electronically (via email, as a PDF attachment) within 2 days of communicating the edits.
 - Advertisements must be sent to print within 2 days of final approval.

Please review the attached document and advise if your firm can provide the item(s) requested by placing a check mark next to each item in which your firm is able to provide.

Name of Firm: _____ SBE/GS Certification #: _____

Owner's Name: _____ Contact Person: _____

Date: _____ Contact #: _____ Email: _____

PLEASE REMEMBER THAT YOUR PARTICIPATION IN THE AVAILABILITY TO PROPOSE PROCESS IS VITAL IN ORDER FOR SBD TO PLACE SMALL BUSINESS MEASURES ON CONTRACTS.

Caesar Suarez

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“Help stimulate Miami’s economy by supporting Small Businesses”